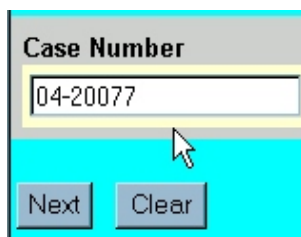


**File a Cross Appeal.**

**STEP 1** Select **Bankruptcy or Adversary**, whichever is appropriate, from the **Main Menu**, and then click on **Appeal**.

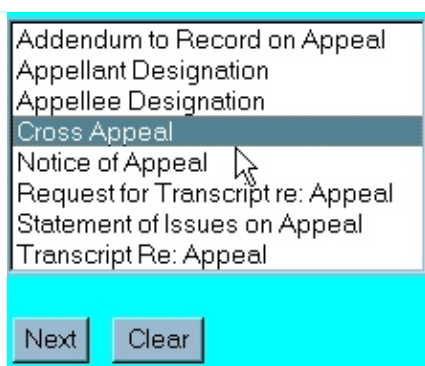


**STEP 2** The **Case Number** entry screen displays.



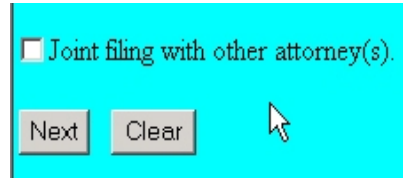
- ◆ **Case Number** - enter a case number in YY-NNNNN format
- ◆ Click on the **Next** button.

**STEP 3** The **select the type of document being filed** screen displays.



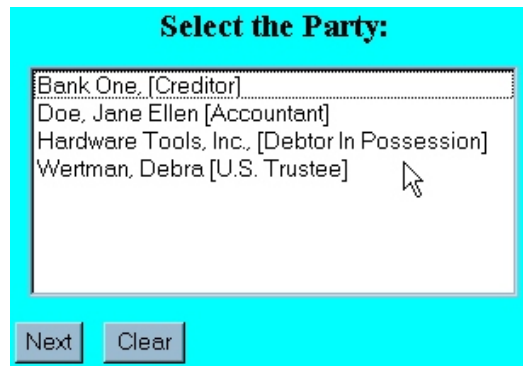
- ◆ Click on **Cross Appeal**.
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** prompt is displayed.



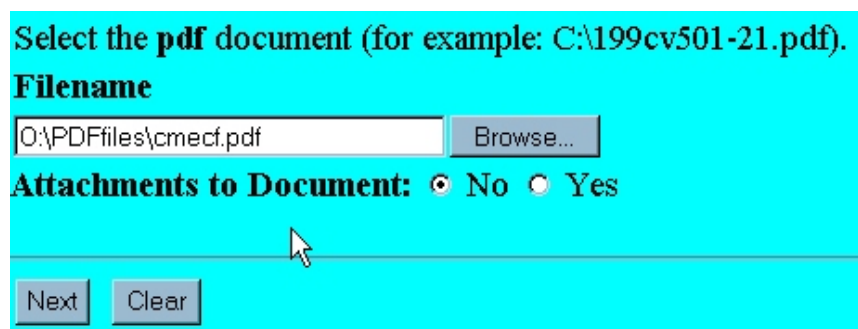
- ◆ Click in the **Joint filing with other attorney(s)** box if this is a joint filing to add any additional attorneys.
- ◆ Click **Next** to continue.

**STEP 5** The **Select the Party** screen displays.



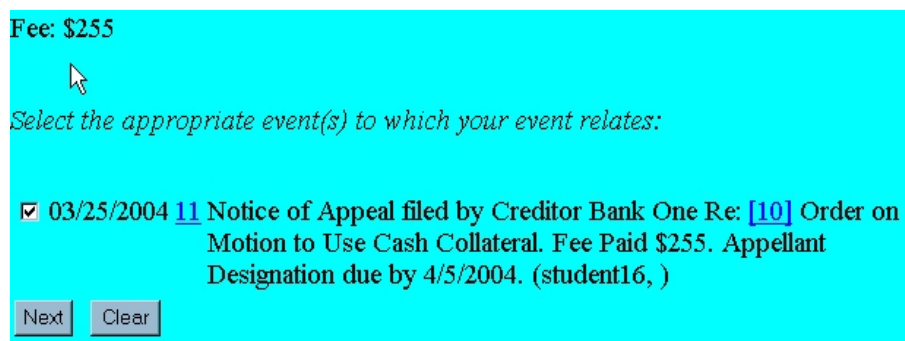
- ◆ Click on the party's name.
- ◆ Click on the **Next** button.

**STEP 6** The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ Click on the **No** radio button if there are no attachments; click on the **Yes** radio button if you have attachments.
- ◆ Click on the **Next** button.

**STEP 7** The **Fee** screen displays, showing the amount to be charged to your credit card and the **Select the appropriate event(s)** screen displays.



Fee: \$255

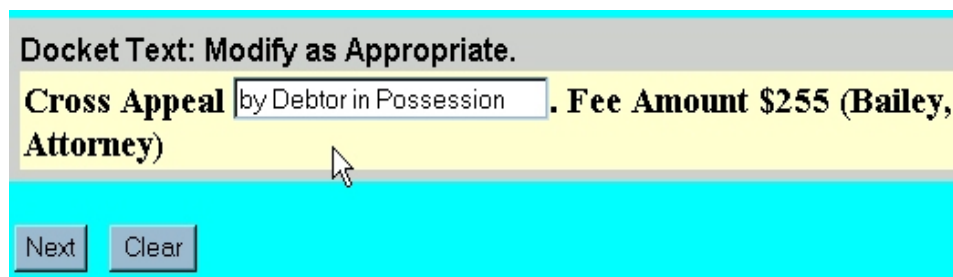
Select the appropriate event(s) to which your event relates:

☒ 03/25/2004 [11](#) Notice of Appeal filed by Creditor Bank One Re: [\[10\]](#) Order on Motion to Use Cash Collateral. Fee Paid \$255. Appellant Designation due by 4/5/2004. (student16, )

Next Clear

- ◆ Click on the box to the left of the event in which this event relates.
- ◆ Click on the **Next** button.

**STEP 8** The **Docket Text: Modify as Appropriate** screen displays.



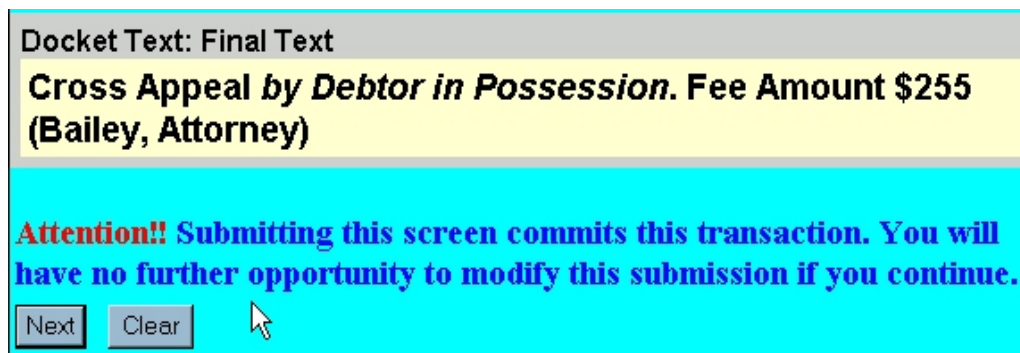
**Docket Text: Modify as Appropriate.**

**Cross Appeal**  . Fee Amount \$255 (Bailey, Attorney)

Next Clear

- ◆ Add any appropriate text needed.
- ◆ Click on the **Next** button.

- STEP 9** The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



Docket Text: Final Text

**Cross Appeal by Debtor in Possession. Fee Amount \$255  
(Bailey, Attorney)**

**Attention!! Submitting this screen commits this transaction. You will  
have no further opportunity to modify this submission if you continue.**

Next Clear

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries or to abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

- STEP 10** The **Summary of Charges** screen displays listing this charge and all other outstanding charges.

**Summary of current charges:**

Date Incurred	Description	Amount
2004-04-22 15:20:07	Cross Appeal(2:04-bk-20077) [appeal,crssapl] ( 255.00)	\$ 255.00
		<b>Total: \$ 255.00</b>

Pay Now

Continue Filing

- ◆ Clicking on **Pay Now** will generate the charge to your account as a single charge to your account.
- ◆ Clicking on **Continue Filing** will tally your charges to allow you to make a single charge for multiple filings.

**STEP 11** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

**Notice of Electronic Filing**

The following transaction was received from Bailey, Attorney J. entered on 4/22/2004 at 3:20 PM EDT and filed on 4/22/2004

**Case Name:** Hardware Tools, Inc.

**Case Number:** [2:04-bk-20077](#)

**Document Number:** [22](#)

**Docket Text:**

Cross Appeal *by Debtor in Possession*. Fee Amount \$255 (Bailey, Attorney)

The following document(s) are associated with this transaction:

**Document description:**Main Document

**Original filename:**O:\PDFfiles\cmecf.pdf

**Electronic document Stamp:**

[STAMP bkecfStamp\_ID=1019576470 [Date=4/22/2004] [FileNumber=13003-0]  
[5a9d2d8a889ce036864a75b39c25da69d2988879aa86d2f3c923cee6384fbf526f08b  
4066504d149a1b2e128ea311d923475cf5bdee57e264be8cc94e592c8aell]